

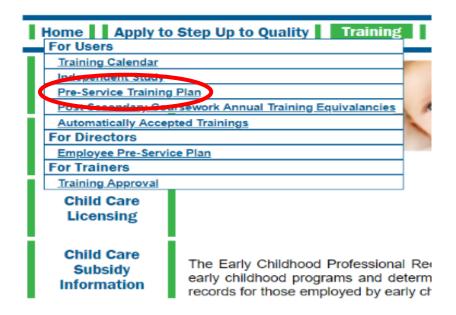


Pre-Service Training Plan

1. Click on Training.



2. Click on Pre-Service Plan



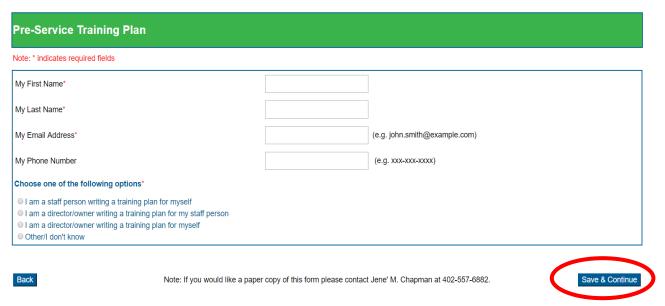
- 3. After reading instructions click on Start a New Pre-Service Training Plan.
 - If approved, individual prints out pre-service plan and holds on to the document for their licensing specialist
 - If plan is not approved, please refer to the comments in the email and resubmit

Pre-Service Plan Instructions

- Click on "Start a New Pre-Service Training Plan"
- The individual must have all information available when filling out the form online
- All areas must be completed in order to process
- After completing, click Submit
- If changes need to be made to the plan after submitting, you must submit a new training plan



4. Fill out contact information of *person who is completing the application*. Then click *Save & Continue*.



5. Fill out entire application, click submission statement and then Submit.

*Be sure to enter College and University Courses under Education, Training (face to face) under Trainings, webinars, and online training that is not on the automatically accepted list, books, and videos under Independent Study. Follow all directions.

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I understand that once I click submit, I will not be able to edit the application.